Project Description
Kronos Timekeeping is a UCSB project to implement Kronos as the official campus timekeeping system, resulting in savings from the elimination of paper timecards and manual data input of leave information into the Payroll Personnel System (PPS). This project implementation will be finalized as soon as possible in 2013 in order to facilitate UCSB’s conversion to a biweekly pay cycle for nonexempt employees. When completed, employees’ time and attendance information will be gathered electronically and automatically exported to the campus payroll system.

1,000 New Kronos Users
As of December 1st, 3,500 UCSB employees will be actively using Kronos to record hours worked. After completing two deployment waves (November 1st and December 1st) to bring 1,000 employees onboard, we will spend the month of December and early January focusing on configuring Kronos for the transition to a biweekly pay cycle and working with departments to plan future deployments in February and March. In late January, we will begin pilot testing the newest version of Kronos with departments whose employees are funded by multiple sources.

Timeline
While we had hoped to make Kronos available to the whole campus prior to the biweekly pay conversion, campus departmental needs have prompted us to focus on smaller deployments of 500-800 employees per month. In a number of cases, we are working to assist departments whose timekeeping practices have diverged from University policies over time and need to be corrected. As a result, the deployment timeline on the PMO website is updated frequently.

Kronos Resources
Manuals & Cheat Sheets
Kronos manuals and cheat sheets for timekeepers, supervisors, and employees have been posted at pmo.ucsb.edu/kronos/kronos-resources. Use these resources to learn how to enter hours worked, approve timecards, make edits, enter comments, and access timecards.

Videos
UC Berkeley is also implementing Kronos (CalTime) campuswide and has produced videos targeting students, staff, and faculty that explain the need for a streamlined, online timekeeping system. http://hrweb.berkeley.edu/strategic-initiatives/caltime/communications/videos

Mentors
To ensure a smooth campuswide transition to online timekeeping, we pair timekeepers new to Kronos with existing Kronos approvers who can guide them in the first few months of the program. This mentorship program lasts 4 months, utilizes the expertise of our campus staff, and promotes knowledge sharing between divisions.

Understanding Roles
Timekeeper: Also known as Payroll or Office Managers, timekeepers are responsible for ensuring proper setup and payment of employees. They assist managers with reconciling timecards and serve as the Kronos contact person for their department.

Supervisor: A supervisor approves timecards for employees who report to them.